



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

A. OVERVIEW

Thank you for your interest in the applying for funds managed by the Arkansas Department of Finance and Administration, Office of Intergovernmental Services, Victim Justice and Assistance Program (IGS/VJA). Your desire to partner with IGS/VJA to see that the State of Arkansas and its residents who are victims of crime benefit from these important and challenging grant programs is greatly appreciated. You are encouraged to read this guide in its entirety, as it should prepare you to submit a proposal that includes critical programmatic and financial information.

B. ELIGIBILITY

1. Types of organizations eligible to apply for federal support through the VOCA, STOP and/or FVPSA Programs include:
 - a) Nonprofit organizations established for the sole purpose of providing direct services to crime victims.
 - b) Nonprofit organizations that do not currently provide services to crime victims but desire an expansion that would result in such services.
 - c) Nonprofit organizations that offer a variety of services, including those that address the needs of crime victims.
 - d) Criminal justice agencies such as: Law Enforcement; Prosecutors' Office; Courts; Corrections Department, etc.
 - e) Religiously-Affiliated Organizations.
 - f) Crime Victim Compensation Agencies.
 - g) Hospitals and/or Emergency Medical Facilities.
 - h) Governmental Entities such as: Mental Health Service Organizations; Legal Service Agencies; Child and/or Adult Protective Agencies, etc.
2. Applicants must possess a Federal Identification Number.
3. Applicants must provide a cash or in-kind match of 20% - 37% of the requested federal funds.
4. Applicants must be free of federal debt.
5. Applicants who do not have a demonstrated record of providing services to victims of crime must demonstrate that a minimum of 25% of the overall organization's revenues are obtained through non-federal sources. These applicants may also be required to provide additional matching contributions if selected for support.

C. PREPAREDNESS TO ADMINISTER A SUBGRANT

1. Prior to seeking federal support, an organization must carefully weigh whether it is prepared to take on the responsibility of administering a subgrant award. If federal support is provided, the

OCTOBER 2008

APPLICATION DEADLINE: APRIL 17, 2009 at 4:30 P.M.
Applications received after the 4:30 deadline will not be considered.



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

organization will be required to effectively manage and account for activities, as well as financial expenditures related to the project.

2. Managing a subgrant entails a considerable amount of non-federally funded time and resources. If ill-prepared, the experience could prove frustrating, as well as costly, as mismanaged funds are required to be repaid and could result in disqualifying the organization from receiving future awards.
3. To determine preparedness, the following issues should be taken into consideration:
 - a) The organization's internal policies and procedures regarding personnel, work protocol and activity accountability;
 - b) The organization's internal policies and procedures regarding proper accounting and financial accountability;
 - c) The professional conduct of the organization and staff and the absence of practices that, if partnered with the state, could discredit the public's perception of government and the integrity of the grant programs;
 - d) The organization's readiness or ability to become ready to perform subgrant activities and tend to administrative matters involving the subgrant award;
 - e) The possession of equipment and office materials needed to conduct ordinary business, including access to internet services and e-mail;
 - f) The support and dedication of the organization's governing body, including its determination to ensure proper administration of the subgrant award;
 - g) The organization must be accessible to victims of crime. Determination of accessibility includes readiness to serve victims with special needs, such as physical handicaps, language barriers, etc;
 - h) The organization's operating hours. If the nature of the organization's business entails 24 hour crisis intervention to victims, it should have provisions for telephones to be answered by individuals equipped to provide immediate assistance, eliminating the need for the victim to leave a message;
 - i) Subgrant organizations must be financially prepared to pay for project costs with unrestricted funds. Reimbursement may be sought only after the expenditure has been paid. Reimbursement requests are made on a monthly basis. These requests require approval of supporting documentation that corresponds with the budgeted line items. Turnaround time from submission of reimbursement request to deposit in the subgrant organization's account may vary from 10 to 20 days;



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

- j) In determining federal investments, an organization's access to alternative financial support and its long-term business plan must be considered. Wise investments yield maximum returns; therefore, thought will be given to the organization's ability to someday continue project initiatives without the use of federal funds;
- k) An applicant's sustainability plan becomes a special condition of any subaward granted. Applicants are therefore encouraged to be specific about their plans and think not only in terms of additional grant funds, but diversified funding, constituent support, etc. Remember, projects that last are led by organizations who know where they want to go and have thoughtfully mapped out a plan for getting there. By embracing your role as advocates, and developing organized and vocal support, the issues you wish to address are kept on the community's agenda. Operating in a vacuum is a guaranteed way to ensure failure;
- l) It is common for federal grant programs to require subgrant organizations to provide a matching contribution as a means to enhance the impact of the federal funds and to demonstrate the subgrant organization's ability to someday become self-sufficient. Each of the grant programs administered by IGS/VJA requires subgrant organizations to provide a cash and/or in-kind matching contribution of 20% to 37%.
 - i. Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds. Once budgeted within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies using those dollars/activities to match other programs.

D. ACCEPTANCE OF SUBGRANT RESPONSIBILITY

- 1. By accepting a subgrant award, an organization:
 - a) Assures that subgrant projects for which federal funds are provided will perform to specification.
 - b) Certifies its willingness to comply with all federal requirements regarding the specific grant program under which the subgrant is made, as well as any state requirements that apply.
 - c) Indicates acceptance of any special conditions that IGS/VJA deems necessary to ensure full compliance with federal and state requirements.

E. FACTORS TO BE CONSIDERED IN SUBAWARD DETERMINATIONS

- 1. **AVAILABLE FUNDING:** The state's award is determined at the federal level, based on a formula that involves population and crime rate. The state is mandated to subaward the funds equitably, not only in terms of amount and geography, but also in range of services and crime types. The total amount of funds requested by applicants far exceeds the amount that is available. IGS/VJA must make difficult decisions regarding how to best invest the



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

state's award. The subgrant applicant can assist in this process by keeping requested costs to a minimum, ensuring that they are reasonable and necessary.

2. **PROJECT COSTS:** Project costs must be reasonable, allowable, and necessary to the project. To ensure that IGS/VJA can provide funding to as many worthwhile projects as possible, the following limitations have been instituted:
 - a) State Unemployment Insurance: Reimbursement of state unemployment insurance with federal funds is limited to 3.6% of the first \$10,000 of salary. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match.
 - b) Health Insurance: Health insurance policies must be maintained by the organization in order to be considered for support. Payments made directly to an employee are not reimbursable with federal funds. The cost paid by federal funds will be limited to \$320 per month for employee coverage.

The subgrant organization may implement internal procedures that provide for organization and/or employee payment to contribute the difference in actual cost. Excess payments may be used as match only if paid by the subgrant organization.

- c) Retirement: Reimbursement for retirement benefits may not exceed 11.01% of an employee's salary. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match if paid by the subgrant organization.
3. **NON-SUPPLANTING:** Federal regulations prohibit the state from using federal funds to replace local revenue; therefore, consideration must entail a complete review of the organization's general budget, ensuring that costs supported with federal funds do not create an inappropriate profit or surplus of general funds.
4. **DONATED GOODS AND SERVICES:** Applicants should refrain from requesting federal funds for items that may be obtained through donations. Examples of such items include clothing for sexual assault victims following a medical/forensic examination, cell phones for domestic violence victims, etc. Local merchants are usually open to donating goods and services for such purposes; therefore, federal funds should only be sought for such items if the applicant has exhausted donation efforts.
 - a) In addition to reducing the amount of federal funds needed, soliciting donations from local merchants is an excellent way to involve your community and bring about heightened local awareness to the issue of crime and victimization.



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

F. OTHER DETERMINING FACTORS

1. **FEASIBILITY AND IMPACT:** Proposed projects will be studied carefully in terms of feasibility to implement, as well as the overall impact that it will have on addressing the targeted needs within the community.
2. **PROFESSIONAL COORDINATION WITHIN THE COMMUNITY:** Federal grant programs, promote partnerships among victim services and criminal justice organizations. IGS/VJA therefore looks closely at the level of coordination that exists in the applicant's proposed service area.

To ensure the existence of meaningful partnerships among professionals, IGS/VJA will require, as a special condition of any subaward granted, a formal written work plan between organizations, if project activity effectiveness hinges on the coordination and support of others.

A Memorandum of Understanding (MOU) entails more than an interagency agreement whereby organizations agree to refer individuals to an organization. A MOU details the work of each organization and the procedures used to ensure victims receive comprehensive care and attention. It is not necessary that MOU's be in place at the time the application is submitted; however, the applicant must be prepared to comply with this special condition in the event the proposed project is supported. IGS/VJA staff will provide technical assistance as needed.

G. SUBGRANT DETERMINATION PROCESS

1. Applications are subject to a number of reviews. These reviews assist IGS/VJA staff in making funding recommendations which enhance the State of Arkansas' service delivery system to victims of crime. The process for review and determination of a subgrant award is as follows:
 - a) **ELIGIBILITY REVIEW:** Applications will be reviewed by IGS/VJA staff to ensure that minimum eligibility requirements are met. In the event that the organization or its proposal does not meet the minimum eligibility requirements as outlined in page 1 of this document, the applicant will be notified that no further consideration of its request will be made.
 - b) **ADVISORY COMMITTEE REVIEW:** Pursuant to state law, VJA's advisory committee will be provided an opportunity to review and comment on all applications.
 - c) **PROPOSAL REVIEW:** IGS/VJA staff will review and score each eligible application, utilizing the attached *Application Review Form*. Based on this review and input from the Advisory Committee, recommendations will be made to the IGS/VJA Assistant Administrator.
 - d) **ADMINISTRATIVE REVIEW:** The IGS/VJA Assistant Administrator will determine which applicants are to be approved for support and provide guidelines to IGS/VJA staff with regards to funding amounts.



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

- e) **DETERMINATION NOTICE:** Following the Administrative Review, notice will be sent to all applicants indicating whether or not their applications have been approved for support. Those approved for support will be required to attend a Subgrant Consultation Meeting.
- f) **RECONSIDERATION PROCESS:** Applicants whose funding is denied will be notified of the specific reasons for the denial within five (5) working days after the entire application review process has been completed.

Any applicant receiving notification of denial may exercise its right to request reconsideration if done so within ten (10) calendar days after receipt of the denial notification. Any applicant requesting reconsideration must submit, in writing, all documents and rebuttal information with the request for reconsideration. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. A decision based on the request for reconsideration shall be made within twenty (20) days after receipt of the request. In all cases, the decision of the IGS Administrator shall be final.

Applicants considered for support at a reduced amount will be given the opportunity of meeting with VJA staff to restructure the proposal and budget. Refusal to accept reduced funding will not be grounds for reconsideration.

- 2. **ACCEPTANCE OF SUBGRANT AWARD:** A subgrant award packet will be sent to the applicant for signature by the authorized official. All required documents must be returned to VJA within the specified time frame.

NOTE: In accordance with federal guidelines, access to federal funds will be suspended if the organization is delinquent on any reports or debts from previous subawards.

H. CONFLICTS OF INTEREST

- 1. Subgrant organizations shall adhere to the following requirements, in regard to conflicts of interest:
 - a) No official or employee of a subgrant organization shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which subaward funds are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arm's-length transaction.
 - b) In the use of project funds, subgrant organizations shall avoid any action which might result in, or create the appearance of:



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM**

2009 APPLICATION GUIDE

- i. Using his or her official position for private gain;
 - ii. Giving preferential treatment to any person;
 - iii. Losing complete independence or impartiality;
 - iv. Making official decision outside official channels; or
 - v. Affecting adversely the confidence of the public in the integrity of the government or the program.
2. In instances where an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists shall recuse him or herself, not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

I. TECHNICAL ASSISTANCE

Prospective applicants should feel free to make inquiries to obtain clarification of requirements, e-mail or fax questions to: Sandra L. Cook, VJA Program Manager at sandra.cook@dfa.state.ar.us or Fax #: 501-682-5155

IGS/VJA will conduct technical assistance workshops to discuss completion of the application: Time(s) and location(s) will be posted on the website.

At the conclusion of the technical assistance workshops, VJA staff will no longer be available to answer questions regarding the application.

J. OVERALL PROPOSAL CONTENT ADVICE

Your proposal will be one of many received and will be read by a number of individuals. As you prepare your proposal, you should keep the reader in mind:

1. DO NOT assume the reader is familiar with your program. Provide complete responses to the specific information solicited and omit unnecessary narrative such as general information regarding the dynamics of crime and victimization.
2. DO NOT attach additional information, such as agency brochures, newspaper articles, etc.
3. DO read the *Announcement of Availability of Funds, as well as the Application and Instructions*. They provide valuable insight into information necessary for the completion of the application, as well as the subgrant determination process.
4. DO attend one of the Technical Assistance workshops, as individual assistance from VJA staff will be extremely limited. The workshops will provide valuable information and assistance in completing the application.



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
VICTIM JUSTICE AND ASSISTANCE PROGRAM

2009 APPLICATION GUIDE

5. DO NOT wait until the last minute. Applications received after the deadline will not be considered for funding.
6. DO keep in mind that federal regulations prohibit the use of federal funds in fundraising endeavors. Applying for federal grant funds is considered a fundraising activity; therefore, organizations that currently employ subgrant-funded personnel must make alternative arrangements for completion of the application, in order to maintain compliance.
7. DO complete all sections of the application.
8. DO keep your proposal simple and genuine; the actual outcome of a project outweighs the grant writing style.
9. DO keep in mind that the subgrant determination process is intended to be a positive and productive experience.
10. DO proof-read; avoid run-on sentences, typos and grammatical errors. Be sure to define all acronyms.

K. PROPOSAL SUBMISSION

To access applications, visit the IGS/VJA's website at: http://www.arkansas.gov/dfa/igs/igs_vja.html.

APPLICATION FORMAT: Applications must be typewritten, single spaced, using no less than ten point font and must not be placed in binders.

An agency may submit as many applications as it wishes, however only one application is permitted per purpose. The application is subject to review by state executive order 12372; therefore applicants must complete form SF-424, which can also be found at the website listed above.

NO LATE SUBMISSIONS, FAXED OR ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Allow sufficient time for the physical delivery of the application by the deadline of 4:30 pm, April 17, 2009.

Submit four (4) full copies of the application, one of which must have the original **BLUE** INK signature on the certification. Mail or deliver applications (4 copies) to:

Ms. Sandra L. Cook, VJA Program Manager
State of Arkansas
Department of Finance & Administration
Office of Intergovernmental Services
1515 West 7th Street, 4th Floor
Little Rock, AR 72201